



## **Job Posting**

**Position Title:**      **Executive Director of the Office of Literacy**

**Reports To:**          **Dr. Vicki Kirk, Deputy Commissioner and Chief Academic Officer**

**Location:**

Tennessee Department of Education  
Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243

**Position Description:**

The Executive Director of the Office of Literacy will lead and support the department's work around early foundations and literacy, with the end goal of increasing the number of students reading on grade level by the end of third grade. This position will work closely with other divisions to execute key projects outlined in the department's strategic plan and ensure alignment of all literacy projects to the key messages of the work. The primary responsibility of this position is strengthening reading instruction through quality training options and the expansion of a statewide literacy coach initiative.

**Position Role and Responsibilities:**

- Advance a statewide vision for effective literacy instruction for K-3 education
- Develop, implement, and monitor comprehensive strategy and programming for a statewide literacy coach initiative
- Manage the Director of Coaching, as well as other team members within the Office of Literacy, as needed
- Supervise and support 16 Reading Coach Consultants located in each of the Tennessee Centers of Regional Excellence
- Partner with content developers in the design of content for Reading Coach Consultant training, as well as plans for facilitation
- Design and provide ongoing professional development and support to meet the varied needs of Reading Coach Consultants

## **Executive Service Hiring Instructions**

- Effectively communicate program expectations and outcomes to all stakeholders
- Monitor and report on performance measures associated with the literacy coach initiative
- Assist in the development of reading instruction modules for district redelivery
- Partner with colleagues on the planning and development of department literacy initiatives to ensure alignment and shared outcomes
- Participate in professional learning opportunities and other state, regional, and local meetings, as assigned

The ideal candidate is a highly-effective, self-motivated leader with a strong content background in literacy and significant experience managing teams and large-scale projects. Candidates should be passionate about literacy and believe in the potential of students, teachers, and districts.

### **Qualifications:**

- Master's degree required in relevant field
- Strong background in literacy content and pedagogy, PreK-3 literacy required
- Experience as an administrator, coach, content-area teacher, or reading teacher, with a record of success achieving clearly-defined outcomes
- Management experience required
- Very strong planning, organizational, and project management skills
- Very strong presentation, oral, and written communication skills
- Ability to build positive relationships with diverse team members and stakeholders
- Self-starter with strong independent reasoning skills
- Some travel is required, must have a driver's license
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Judgment
- Courage
- Teamwork

### **Salary and Benefits:**

The annual salary for this position is competitive and is commensurate with qualifications. A comprehensive benefits package is included.

## Executive Service Hiring Instructions

**To Apply:**

Please email a resume and cover letter to [Edwina.Fanning@tn.gov](mailto:Edwina.Fanning@tn.gov). Questions concerning this post may be directed to [Karen.Hollett@tn.gov](mailto:Karen.Hollett@tn.gov). Closing date for applications is April 8<sup>th</sup>.

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